

Dollar Thresholds -- What To Do – Attachment B

Non-Competitively Bid (NCB) Contracts *

	IT Goods and Services	Non-IT Services	Non-IT Goods
Over \$250,000.00	1) Emergency 2) Only source (PCC 12102)	Must comply with PCC 10340.	1) Emergency 2) Only source (PCC 10301,10302)
	Requires approval by Agency Secretary or immediate next ranking official and Department Director or immediate next ranking official; OR, for entities not reporting to an Agency Secretary, approval authority is limited to the highest two ranking executive officials. Attach the Notice of Contract Award Report for signature by the Agency Secretary and Department director; forward the NCA to DGS when contract awarded. All Non-Competitively Bid Contract requests should be submitted to DGS- PD. If services, attach a Std. 821. DGS- PD will transmit those over \$250,000 to DOF for review and approval.	Requires approval by Agency Secretary or immediate next ranking official and Department Director or immediate next ranking official; OR, for entities not reporting to an Agency Secretary, approval authority is limited to the highest two ranking executive officials. Attach the Notice of Contract Award Report for signature by the Agency Secretary and Department director; forward the NCA to DGS when contract awarded. All Non-Competitively Bid Contract requests should be submitted to DGS- PD. Attach a Std. 821. DGS- PD will transmit those over \$250,000 to DOF for review and approval.	Requires approval by Agency Secretary or immediate next ranking official and Department Director or immediate next ranking official; OR, for entities not reporting to an Agency Secretary, approval authority is limited to the highest two ranking executive officials. Attach the Notice of Contract Award Report for signature by the Agency Secretary and Department director; forward the NCA to DGS when contract awarded. All Non-Competitively Bid Contract requests should be submitted to DGS- PD. If services, attach a Std. 821. DGS- PD will transmit those over \$250,000 to DOF for review and approval.
\$25,000.01 to \$250,000.00	1) Emergency 2) Only source (PCC 12102)	Must comply with PCC 10340.	1) Emergency 2) Only source (PCC 10301,10302)
	Approval by Agency Secretary and Department Director or immediate next ranking official. Approval by DGS required.	Approval by Agency Secretary and Department Director or immediate next ranking official. Approval by DGS required.	Approval by Department Director or immediate next ranking official. Approval by DGS required.
\$5,000.01 to \$25,000.00	No NCB required with delegated purchasing authority. Approval by DGS required for departments without delegated purchasing authority.	Approval by DGS required.	No NCB required with delegated purchasing authority.
\$100.01 to \$5,000.00	No NCB required with delegated purchasing authority. Approval by DGS required for departments without delegated purchasing authority.		No NCB required with delegated purchasing authority. All departments can purchase up to \$100.00 without delegated purchasing authority.

***Non-Competitively Bid Contracts (NCB's) over \$500,000 may reference CMAS/Master terms and conditions but can only be awarded by DGS.**
Note: Transactions with start dates prior to obtaining Dept of Finance approval must be approved by DGS-PD however, once approved by DGS-PD, agencies may execute the Purchase Order and follow the Notice of Contract Award process.